



INDIANA DEPARTMENT OF HOMELAND SECURITY

EQUIPMENT DOCUMENTATION
WEBINAR





Objectives

You will be able to:

- Define equipment
- Document federally funded equipment inventory
- Submit annual documentation requirements to IDHS
- Mark federally funded equipment when practicable





What is equipment?

Equipment or property is defined as:

- Tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit acquired in whole or in part with grant funds.
- This definition includes software and software licenses.





Equipment documentation

Equipment acquired with Federal Grant funds after November 1, 2014 must be tracked in the iGMS equipment tracking module.





Sold or disposed of? YES

Fair market value under \$500? YES

- 1. Remove it from your inventory tracking
- 2. Dispose or re-allocate it in any manner deemed appropriate.



Uniqueness of the iGMS Equipment Inventory Module

- Track equipment re-issued by fiscal agent to another agency
- Automatic individual equipment verification process annually
- Ability to replicate entries
- Gives sub-recipients the ability to assign "readonly" access
- Gives user "issued to me" visibility





IGMS INVENTORY PROCESS



→ 2013-2015 Training and Exercise Plan and Multi-Year Calendars

Debris Estimation Spreadsheet



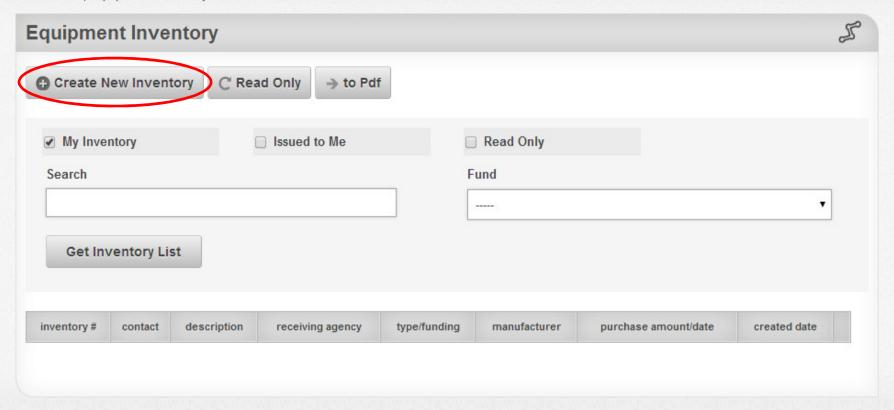
Indiana Department of Homeland Security



M Dashboard

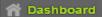
Change Password

Logout





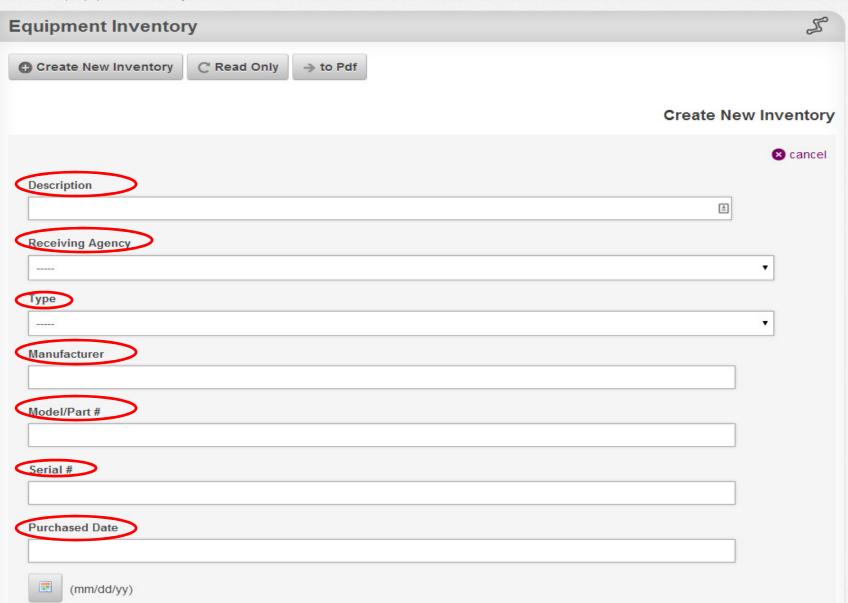
Indiana Department of Homeland Security



Change Password

Contact Info

Logout

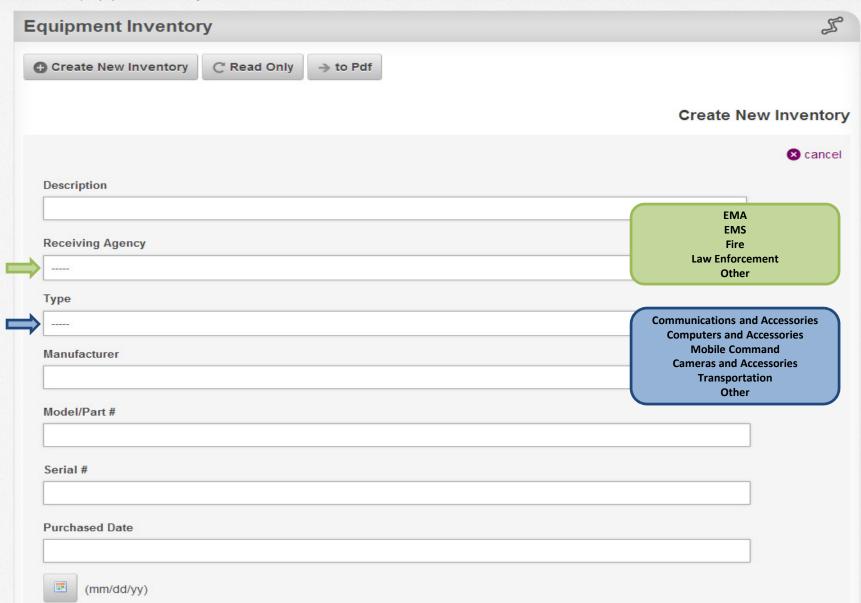




Change Password

Contact Info

Logout





M Dashboard

Change Password

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Logout

Dashboard | Equipment Inventory | Equipment Inventory 10094

Equipment Inventory #10094



C Replicate

To PDF

AMATUER RADIO TNC MODEM

James Comer Contact

Receiving Agency **EMA** Type Communications and Accessories

Kantronics Manufacturer Condition good

Packet Comm 3 plus 920595 Model/Part # Serial #

02/27/13 **Purchased Date** Purchased \$244.00

Amount

Notes

link to fund allocation



TRESET

% funded with grant

tracking id

EMA Receiving Agency Type Communications and Accessories Manufacturer Kantronics Condition good Packet Comm 3 plus Model/Part # Serial # 920595 **Purchased Date** 02/27/13 \$244.00 Purchased Amount

link to fund allocation



Notes

% funded with grant 100.0

tracking id 75389

If tracking id is not known, explain the funding source.

RFE Item TNC Modem.

RFE #47173 - TNC Modem.

Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

Reset

organization EMA EOC

email

firstname

RFE Item TNC Modem.

RFE #47173 - TNC Modem.

Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

organization EMA EOC

email

firstname James

lastname Comer

issued date 02/27/13

re-issued to

Has this item been disposed of?

NO 🧪 Edit

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

RFE Item TNC Modem.

RFE #47173 - TNC Modem.

Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

Reset to add or change information



organization EMA EOC

email

firstname James

lastname Comer

issued date 02/27/13

re-issued to



Has this item been disposed of?

NO 🧪 Edit

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

RFE Item RFE Fund	TNC Modem. #47173 - TNC Modem. 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stat	ions
issued to		
₩ Reset	EMA EOC	
email firstname	James	
lastname	Comer	
issued date	02/27/13	
re-issued to Edit Adding	new fields here- Organization, email, fist name, last name, issued d	ate.
department		
contact		
Save		





Change Password

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Logout

Dashboard | Equipment Inventory | Equipment Inventory 10094







To PDF

AMATUER RADIO TNC MODEM

James Comer Contact

Receiving Agency **EMA** Type Communications and Accessories

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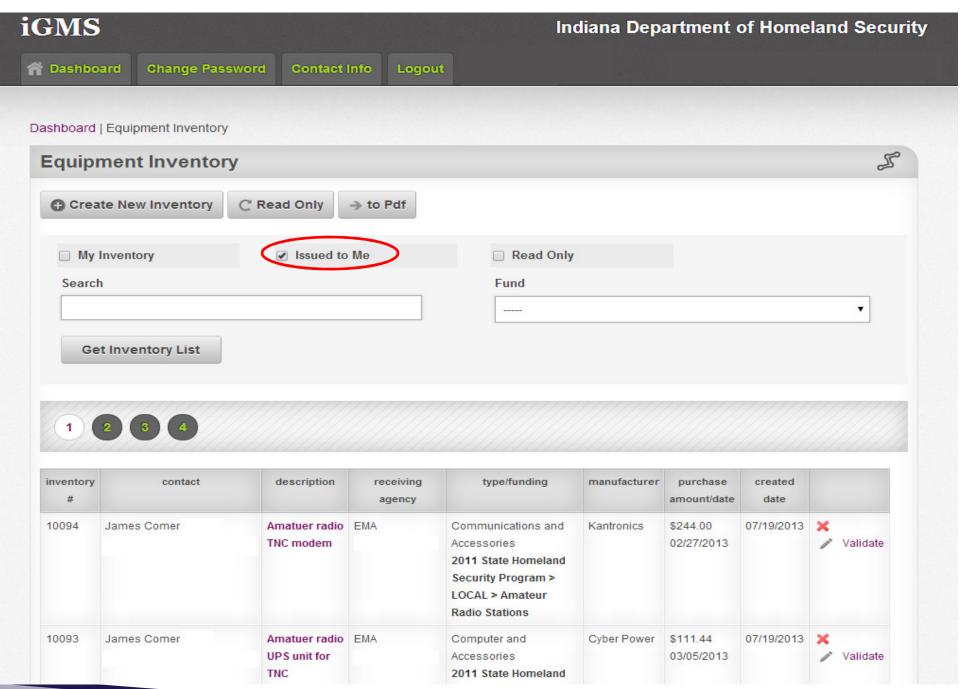


W Reset

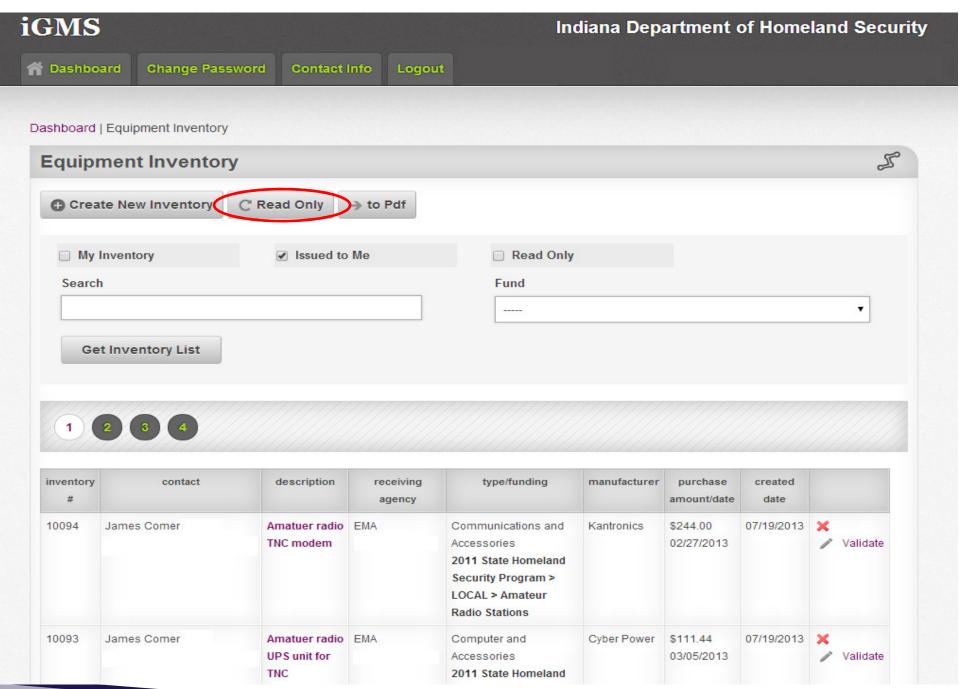
% funded with grant

tracking id

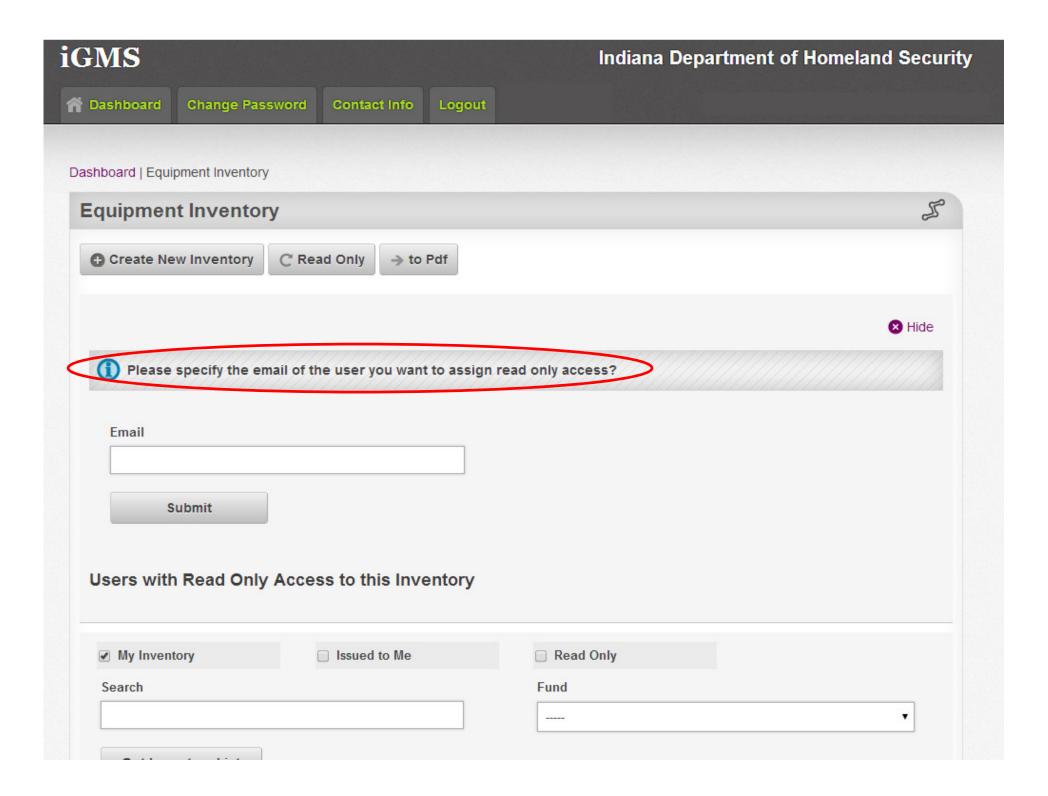
10083	James Comer	Yaesu 2 meter radio	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Yaesu	\$129.00 06/02/2009	07/19/2013	★ Validat
10082	James Comer	Amatuer radio Alinco DR- 235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alincon	\$266.00 06/02/2009	07/19/2013	X ✓ Validat
10081	James Comer	Amatuer radio Alinco DR- 235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alincon	\$266.00 06/02/2009	07/19/2013	X ✓ Validat
9232	James Comer	Lectern (EOC)	EMA	Other 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	Amplivox	\$999.00 01/08/2013	02/08/2013	X ✓ Validat
9231	James Comer	Power inverter EMA 1Command Truck	EMA	Mobile Command 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	GO 600 Watt Power Inverter	\$650.00 01/07/2013	02/08/2013	× Validat
9230	James Comer	HP6570B Laptop	EMA	Computer and Accessories 2011 Emergency	HP	\$870.61 01/02/2013	02/08/2013	× Validat











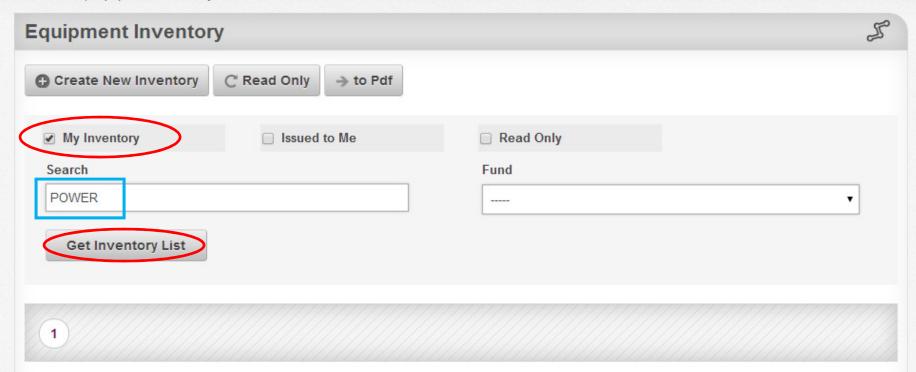


n Dashboard

Change Password

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Logout



inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10089	James Comer	Amatuer radio Power supply	ЕМА	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Astron	\$150.00 02/27/2013	07/19/2013	× Validate
9231	James Comer	Power inverter EMA	EMA	Mobile Command 2011 Emergency	GO 600 Watt	\$650.00 01/07/2013	02/08/2013	× Validate

Computer and Accessories

2011 Emergency Management

Performance Grant > LOCAL >

04/25/2012 💢

Validate

\$737.69

03/08/2012

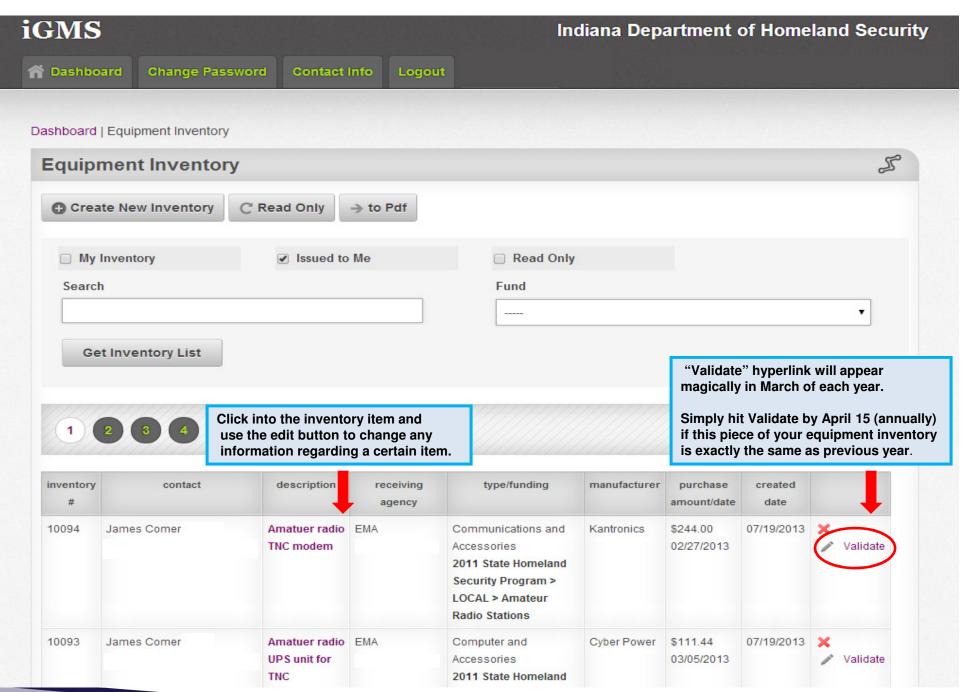
Apple

EMA

iPAD EMA1

6843

James Comer





Amateur Radio Stations

02/27/2013

Reset



Dashboard

Change Password

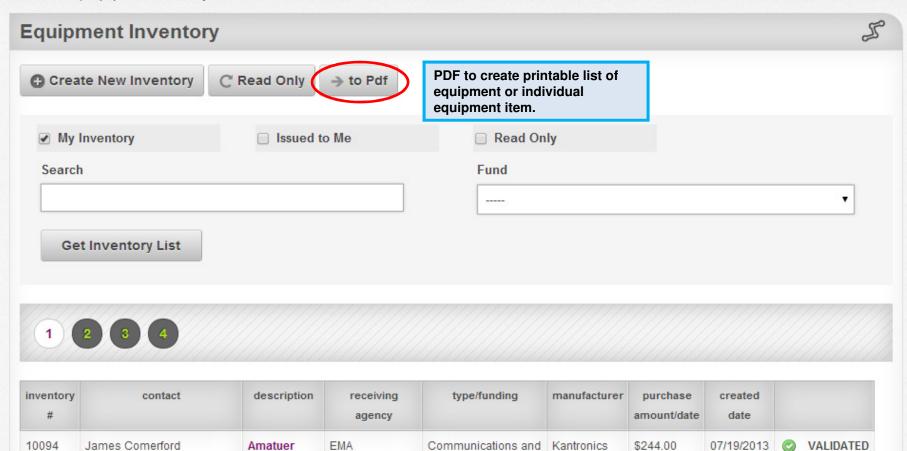
jcomerford@co.monroe.in.us radio TNC

modem

Contact Info

Logout

Dashboard | Equipment Inventory



Accessories

2011 State

Homeland Security Program > LOCAL > **Amateur Radio** Stations

Monroe County

Annual Documentation Requirements

- Validate/Reconcile records
- Control system sent to IDHS Grants
 Management



Validate/Reconcile Records Annually

- If you have kept your records on a spreadsheet:
 - Verify what equipment you still have. Sign and date.
 - Send to IDHS
- If you have kept your records in the iGMS:
 - Validate box next to each equipment item.





Control System

- A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and fully documented and made a part of the official project records.
- Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.
- A sub-recipient must submit a description of its control system and send a copy to IDHS grants management every year, no later than *April 15*.





Required Equipment Marking

- Federally funded equipment must be marked prominently when practicable.
- According to the Homeland Security Grant Program (HSGP) grant guidance equipment must be marked with the following phrase:
 - Purchased with funds provided by the U.S.
 Department of Homeland Security





Equipment

- In case of any ambiguity, conflict or inconsistency between any IDHS Information Bulletins and the Grant Agreement between IDHS and the recipient, the provisions of the grant agreement take precedence.
- Federal guidance varies for different grant years.
- Increased values in smaller items creates need for strict oversight.





Contact

Thank you for your participation!

Cindy Battiato (317) 234-5959 cbattiato@dhs.in.gov

Or contact a member of the IDHS Grants management staff at: (317) 234-5917 or grants@dhs.in.gov

Resources:

- IB 12.G002 Revised
- 44 CFR 13.32(e)





INDIANA DEPARTMENT OF HOMELAND SECURITY 302 West Washington Street Room E208 Indianapolis, IN 46204

